

# Retention and Classification Report

**Agency:** Marysvale (Utah) (622)

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**Records Officer** Wendy Steed

23948 Annual audits  
23949 Council minutes

**AGENCY:** Marysvale (Utah)

**SERIES:** 23948

3

**TITLE:** Annual audits

**DATES:** 1990-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are reports prepared by external auditors examining and verifying the municipality's financial activities for the year. "The audit required for any fiscal year shall be completed within six calendar months after the close of the fiscal year" (UCA 51-2-2 (1997)). The audit is required to include "the financial statements; the auditor's opinion on the financial statements; a statement by the auditor expressing positive assurance of compliance with state fiscal laws identified by the state auditor; a copy of the auditor's letter to management that identified any material weaknesses in internal controls discovered by the auditor, and other financial issues related to the expenditure of funds received from federal, state, or local governments to be considered by management; and management's response to the specific recommendations" (UCA 51-2-3(1)(a) (1997)).

**RETENTION:**

Retain in office permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 5.

**AUTHORIZED:** 10/16/2001

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**AGENCY:** Marysvale (Utah)

**SERIES:** 23948

**TITLE:** Annual audits

(continued)

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Administrative Fiscal Historical Legal

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Marysville (Utah)

**SERIES:** 23949

4

**TITLE:** Council minutes

**DATES:** 1943-

**ARRANGEMENT:** Chronological by date of meeting.

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

The town board consists of a president (mayor) and four board members who are responsible to exercise the community's legislative and executive powers (see Utah Code, Unannotated, 1991, 10-3-101). The board is responsible for all aspects of city management, such as appointing city officials and setting their salaries, establishing a budget, maintaining public services and utilities, and regulating activity within the city. Minutes of the Marysville town board summarize the discussions of the town board at monthly and special board meetings. Each set of minutes includes the date and time of the meeting, names those present, and indicates the outcome of votes taken on all issues. The Marysville town board minutes also itemize all bills approved by the board for payment.

**RETENTION:**

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**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10/16/2001

**FORMAT MANAGEMENT:**

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Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

**AGENCY:** Marysvale (Utah)

**SERIES:** 23949

**TITLE:** Council minutes

(continued)

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

**APPRAISAL:**

Administrative Fiscal Historical Legal

Town board minutes provide valuable information about the history and community government of Marysvale.

**PRIMARY CLASSIFICATION:**

Public